Defense Medical Human Resources System internet
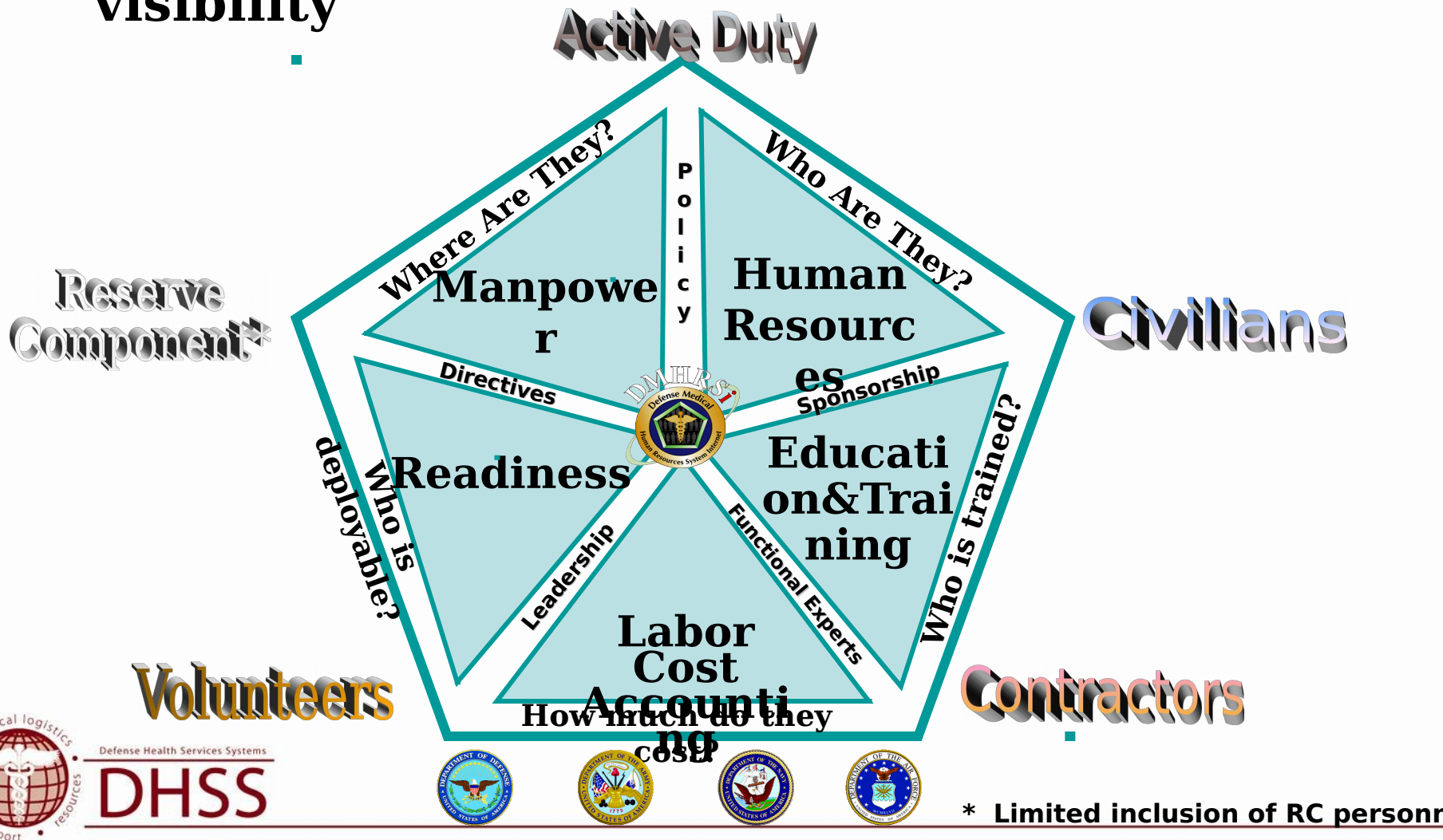
for

MHS Data Quality Course
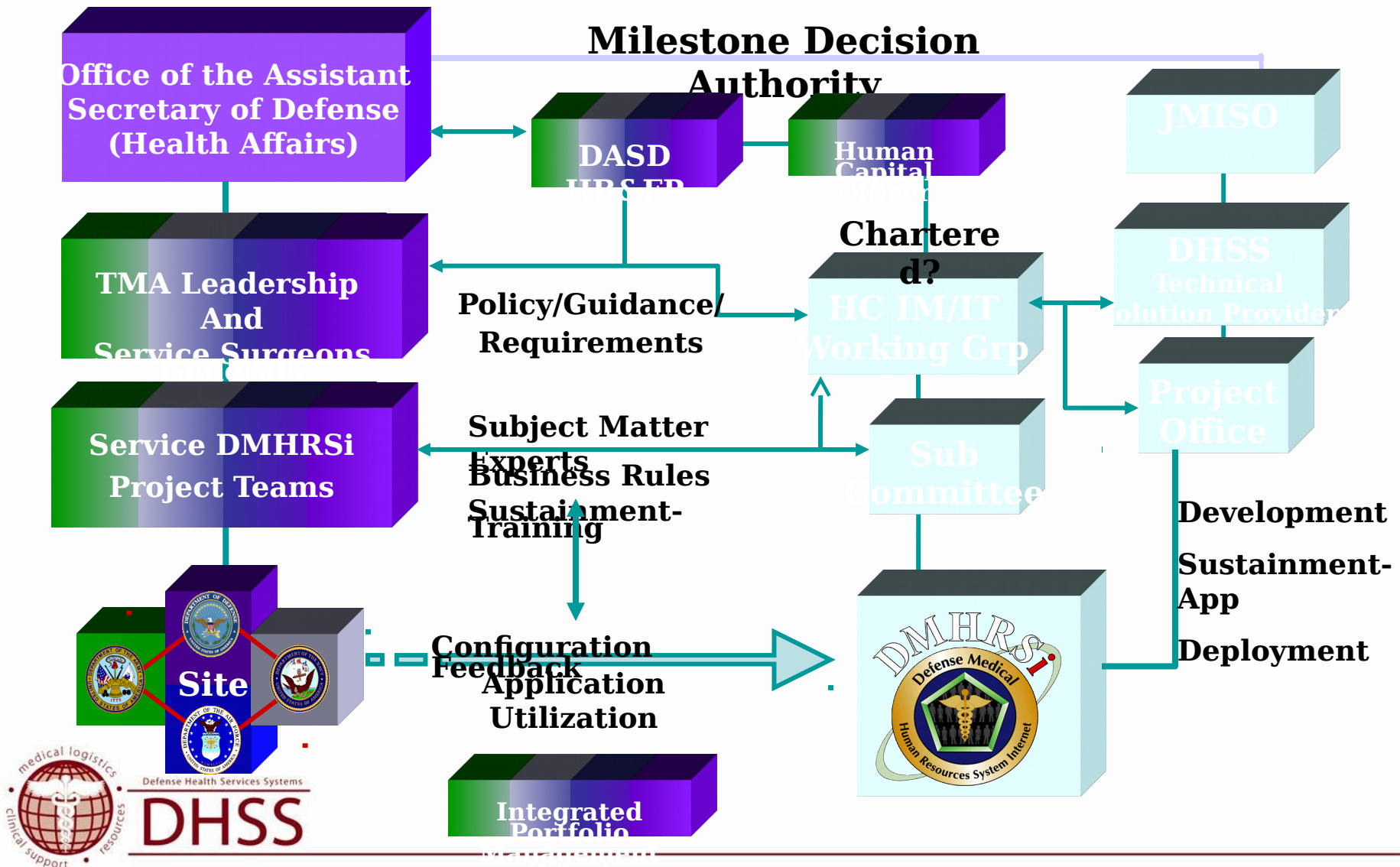
16 Sep 2009

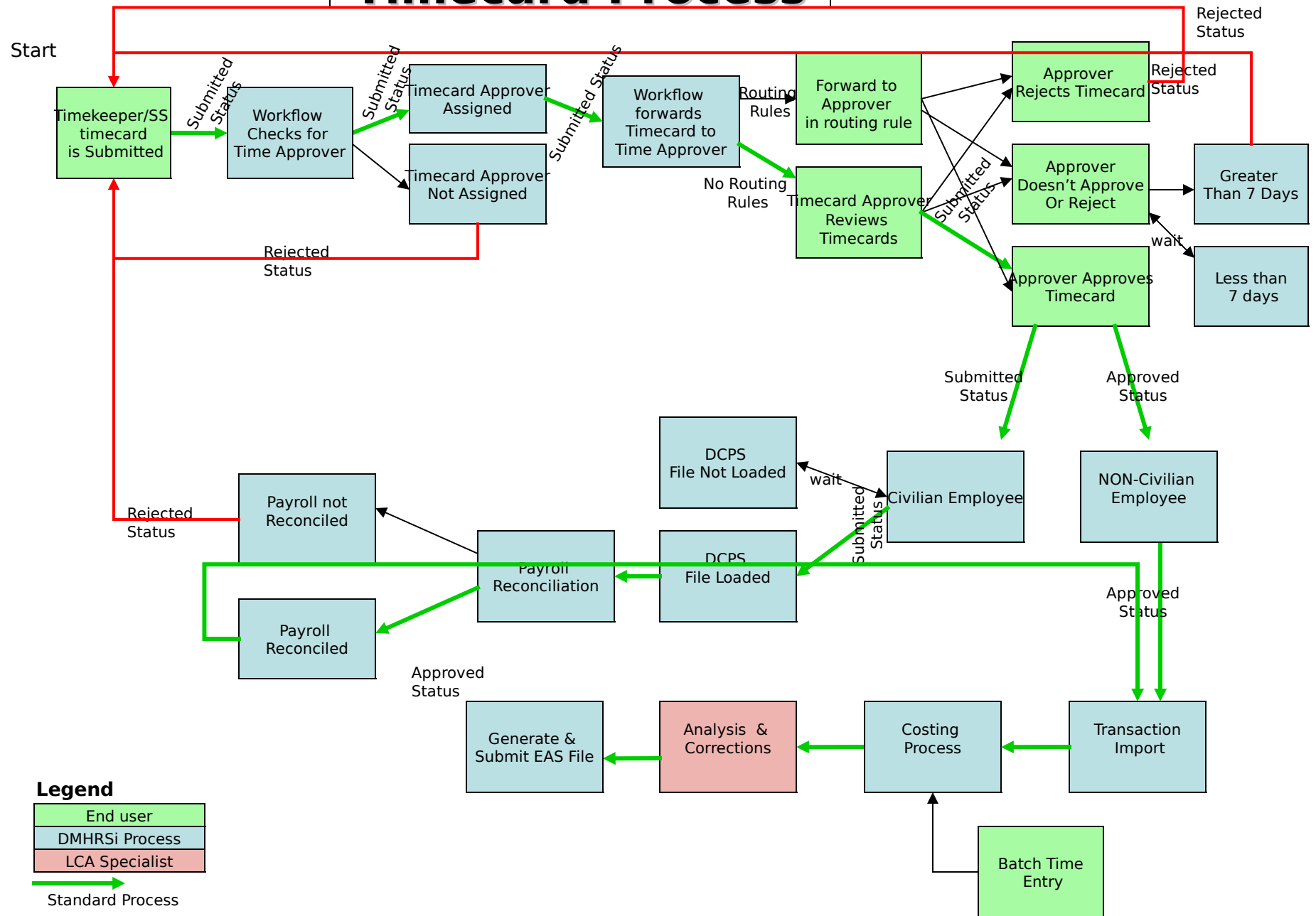# DMHRSi: Who It Covers?

Provides complete medical personnel asset visibility

Active Duty

Reserve Component*

Civilians

Volunteers

Contractors

Where Are They?

Who Are They?

Policy

Manpower

Human Resources

Directives

Sponsorship

DMHRSi
Defense Medical
Human Resources System Internet

Who is deployable?

Readiness

Education&Training

Who is trained?

Leadership

Functional Experts

Labor Cost Accounting

How much do they cost?

medical logistics
clinical support   resources

Defense Health Services Systems
DHSS

* **Limited inclusion of RC personn**

Governance/Stakeholders

Timecard Process

Start

Timekeeper/SS timecard is Submitted

Submitted Status →

Workflow Checks for Time Approver

Submitted Status →

Timecard Approver Assigned

Timecard Approver Not Assigned

Submitted Status →

Workflow forwards Timecard to Time Approver

Routing Rules →

Forward to Approver in routing rule

No Routing Rules →

Timecard Approver Reviews Timecards

Submitted Status

Approver Rejects Timecard

Rejected Status

Approver Doesn't Approve Or Reject

Greater Than 7 Days

wait

Less than 7 days

Approver Approves Timecard

Rejected Status

Rejected Status

Rejected Status

Submitted Status →

Civilian Employee

DCPS File Not Loaded

wait

Approved Status →

NON-Civilian Employee

Submitted Status

DCPS File Loaded

Payroll not Reconciled

Payroll Reconciliation

Payroll Reconciled

Approved Status

Approved Status

Transaction Import

Costing Process

Analysis & Corrections

Generate & Submit EAS File

Approved Status

Batch Time Entry

Legend

End user	(green)
DMHRSi Process	(blue)
LCA Specialist	(pink)
Standard Process	→

Created 18-Dec-2008

Proper Timecard Workflow Requirements

- Organizations must have Time Approver Assigned.
- Time Approver must have active DMHRSi user account.
- Time Approver must be an active employee for the timecard period being submitted.
- Timecard submitter (employee or timekeeper) must be an active employee while the timecard is in process; (from status of submitted to a status of approved).
- Employee must have accurate DMHRSi record.
  - Person Record –
    - Valid Person Type
    - Person Occupation Codes
  - Assignment Record
    - Assignment record (including supervisor assignment category, skill type and skill type suffix.
- Time Approver must approve timecard within 7 days.

DMHRSi EAS Processing

DMHRSi On-Line Help –
   Desk Reference Manual -> LCA Manager ->LCA MONTHLY SEQUENCE OF EVENTS

- **Time Entry/Management**:
  - **Documenting and Submitting a Timecard: Create a Timecard (INS100SS)**
  - *-this process covers entry of employee time via self service and is done*
  - *Bi- weekly*
  - *Documenting and Submitting Timecard for GME or GDE Program Students (INS133SS)*
  - *-this process covers entry of employee time via self service and is done*
  - *monthly*
  - **Submit Time via Pre-Approved Batches (PRO107LC)**
  - *-this process covers entry of time for personnel without access to self*
  - *service or for individuals whose time entry by batch has been approved*
  - Documenting and Submitting Time via Timecard Entry (PRO131LC)
  - *this process covers entry of time for personnel* In cases where a designated
  - individual has been authorized to enter time via timekeeper group.
  - Run the Timecard Status Report (PRO108LC)
  - *-this application report should be run and reconciled bi-weekly*
- **Automated Processes**:
  - **Transaction Import Self Service Time (PRO123LC)**
  - *-this process imports self service time and is scheduled to run daily*
  - **Run Load the Payroll (PRO109LC)**
  - *-this process loads bi-weekly payroll and is run by the maintenance contractor*
  - *upon receipt of the payroll files*
  - **Run Approve Payroll (PRO105LC)**
  - *-this process is to approve payroll and is run by maintenance contractor*
  - *after payroll files are loaded into DMHRSi*

DMHRSi EAS Processing – steps continued

- **Data Analysis:**
  - Run the EASIV Assigned Personnel Report (Discoverer –LCA EASIV Audit
  - Report Workbook)
  - Run Payroll Reconciliation Reports – (PRO126LC) Discoverer – LCA
  - Reconciliation Reports Workbook)
  - Enter and Maintain Employee Cost Rates (PRO112LC)
  - *-this process is used to enter a cost rate for an employee when no payroll*
  - *data is received*
  - Run Payroll Validation (PRO126LC) Discoverer – LCA Reconciliation Reports
  - Workbook
  - Run Mismatched Hours (PRO126LC) Discoverer – LCA Reconciliation Reports
  - Workbook
- **Costing Labor**:
  - Run the Distribute Labor Cost Concurrent Program (PRO110LC)
  - **-**   *this program will cost the available hours for employees who have time*
  - *entered in DMHRSi*
- **Data Analysis:**
  - Run Cost Reconciliation (PRO126LC) Discoverer – LCA Reconciliation
  - Reports Workbook)
  - Run the EASIV Project Audit Detail Report (Discoverer- LCA EASIV Audit
  - Report Workbook)
  - Run the EASIV Detail View by DMIS ID Month and Year (Discoverer- LCA
  - EASIV Audit Report Workbook)
- **Labor Cost Adjustments**:
  - Adjust Approved Time (PRO111LC)
  - *- this process covers adjusting approved time if necessary. Once*
  - *adjustments have been made you will need to repeat the sequence from*
  - *PRO110LC on*
- **Final Processing to EASIV:**
  - Run Create EASIV Extract File (PRO127LC)
  - EASIV File Transfer (PRO129LC)

Current Actions

- Increase production capacity
  - Adding 2 more servers in Jul 09
- Enhancing Password Reset Capabilities.
- Testing & Implementation of Batch and Timecard Status Report fixes.
- Enhancing PRC:Transaction Import Process for LCA users
- Complete Air Force deployment in Sep 09
- Reviewing Costing and EAS business rules with MMIG and determining impact of those potential changes.
- Security/Identity Management
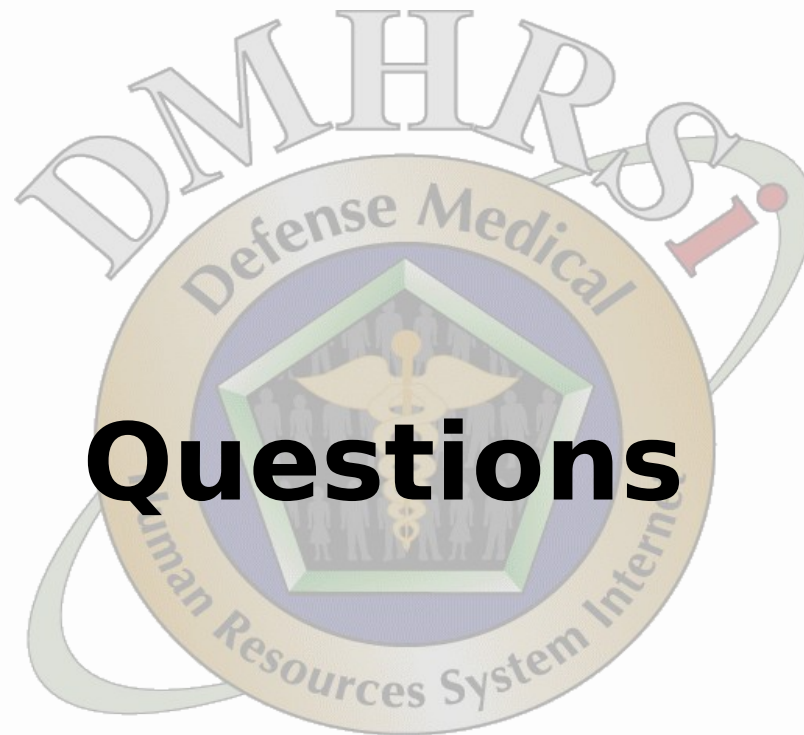 - CAC Enablement at the application layer
  - Enhanced visibility

Future Enhancements

- POM Requirements for FY10
    - Time and attendance feasibility
    - Better reporting capability
- Working the prioritize change requests
- Data management upgrades
- Governance, Risk and Compliance
- The DMHRSi Portal

Defense Health Services Systems

DHSS

Questions